

MY ENERGY STAR ACCOUNT QUICK REFERENCE GUIDE

Login to My Account

Go to <http://www.energystar.gov/partners> and enter the username and password that ENERGY STAR provided to you. Click **Login** and the **WELCOME** page will appear.

Link to Other Tools

Within the My ENERGY STAR Tools box on the **WELCOME** page, **if you have access** you can navigate to other password-protected tools, such as:

- [Logo Downloads](#)
- [Online Product Submittal](#) tool for manufacturer partners with Labeled Products
- [Homes Online Submittal Tool](#) for partners with Residential Homes
- [Portfolio Manager](#) for partners with Commercial & Industrial Buildings

Add a New Contact

Step 1: From the **WELCOME** page, select **View Contacts**.

Step 2: On the **Contact List for Organization** page, verify that the contact does not currently exist for the organization and click **Add New Contact**.

Step 3: On the **Select Program for New Contact** page, select the ENERGY STAR Program from the drop down list and select the Contact Role(s) with ENERGY STAR.

Step 4: Click **Next**.

Step 5: On the **Add New Contact** page, enter the information for the new contact.

Step 6: Click **Submit**.

Step 7: On the **Confirm New Contact** page, verify that all contact information you entered is accurate. Click **Confirm** to submit the new contact for review by EPA/DOE. You will receive a confirmation email that your information has been received and a subsequent email once it has been updated.

Change My Password

Within the Change My Password box on the **WELCOME** page, your username is pre-filled.

Step 1: Enter your Current Password and tab to the New Password field

Step 2: Enter your New Password and tab to the Confirm Password field. Your new password must be at least 8 characters long and consist of letters and numbers only.

Step 3: Enter your new password again in the Confirm Password field.

Step 4: Click **Save Password**.

Quick Links

Within the Quick Links box on the **WELCOME** page, you can navigate to useful links, such as:

- [ENERGY STAR Home Page](#)
- [ENERGY STAR Awards](#)

Edit Contact Information

You can edit information for contacts in your organization as long as edits to the contact are not pending EPA/DOE review.

Step 1: From the **WELCOME** page, select **Edit My Contact Information**.

Step 2: Within the My Contact Information box, edit information as needed. Fields marked by the red bar are required. Clicking [Data Entry Conventions](#) will provide all of the formatting information necessary to complete entry.

Step 3: Once complete, click **Submit**.

Step 4: On the **Confirm Contact Information** page, verify that all contact information you are submitting is accurate. Click **Confirm**. You will receive a confirmation email that your information has been received and a subsequent email once it has been updated.

Associate a Contact with an Additional Program Area

Step 1: From the **WELCOME** page, select **View Contacts**.

Step 2: Click **view** next to the contact name for the contact to which you wish to add a program area.

Step 3: Click [Add Another Program Area](#) from the My ENERGY STAR Program(s) box.

Step 4: The contact's organization will be displayed. Select the ENERGY STAR Program Area from the drop down list and select the Contact Role(s) with ENERGY STAR.

Step 5: Click **Next**.

Step 6: On the **Confirm New Program** page, verify that all contact information you entered is accurate. Click **Confirm** to submit the new program area for review. You will receive a confirmation email that your information has been received and a subsequent email once it has been updated.

Edit Organization Information

You can edit information for your organization as long as edits to the organization are not pending ENERGY STAR review.

Step 1: From the **WELCOME** page, select **Edit Organization**.

Step 2: Within the My Organization Information box, edit information as needed. Fields marked by the red bar are required. Clicking [Data Entry Conventions](#) will provide all of the formatting information necessary to complete entry.

Step 3: Once complete, click **Submit**.

Step 4: On the **Confirm Organization Information** page, verify that all organization information you are submitting is accurate. Click **Confirm**. You will receive a confirmation email that your information has been received and a subsequent email once it has been updated.

Change the Organization Name

Step 1: From the **WELCOME** page, select the organization name link.

Step 2: From the **Organization Information** page, click [Request a Change to Your Organization Name](#) in the Organization Information box. A page for sending an email will appear.

Step 3: Enter the new name for your organization and the reason for the name change in the message box. Be sure to include in the CC: field anyone who needs to be copied on the message.

Step 4: Click **Submit**.